

# MINUTES



Noadswood

**BOARD:** School Improvement Committee  
**SCHOOL:** Noadswood School  
**DATE:** 9 March 2022  
**TIME:** 19:00hrs – 21:30hrs  
**VENUE:** This was a meeting held at remotely – via Teams

**ATTENDED:**

Alison Munden	Chair of SIC, trustee, member appointed
Kathryn Marshall	Headteacher, trustee, members appointed
Sarah Balson	Parent trustee
Neil Wright	Parent trustee

**ATTENDING:**

David Crowley	Assistant Headteacher
Laura Ebblewhite	Assistant Headteacher
Helen Loveday	Assistant Headteacher
Dan Rowling	Assistant Headteacher
Pippa Smith	Staff Representative
Louise Instone	Clerk

The Code of Conduct for Governors requires governors to be honest and open with regard to conflicts of interest (either real or perceived). Governors must not use their position for personal gain in business, political or social relationships. Therefore, a governor who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.

Items marked \* are those in which a majority of Governors may have an interest because of some shared attribute. When considering these items, Governors should aim to achieve a balanced view, paying particular attention to the sources of information and advice, and remind themselves of their duties as governors and to act in the public interest.

Item	
1	<b>Welcome and Apologies:</b> Those present were welcomed by the Chair of the committee.
2	<b>Procedural items:</b> <b>2.1 Apologies for absence</b> Helen Sanderson and Gary O'Flaherty <b>2.2 Confirmation of Quorum (3 Trustees)</b> The meeting was confirmed as quorate. <b>2.3 Declarations of interest</b> No pecuniary or personal interests were advised for any agenda item for this meeting.
3	<b>AOB</b> <ul style="list-style-type: none"><li>Approval/comments on the SRMSAT (School Resource Management Self-Assessment Tool)</li><li>Audit tender</li></ul>
4	<b>Minutes:</b> To approve the minutes of the last – School Improvement Committee meeting held on – 18 <sup>th</sup> January 2022 The minutes of the previous meeting on 18 <sup>th</sup> January 2022 were unanimously approved.
5	<b>Matters Arising from the Minutes:</b> See end of minutes, no other matters arising.
6	<b>Correspondence</b> – no correspondence had been received by the Committee.
7	<b>Safeguarding/Child Protection/Exclusions</b>



### **Update of Safeguarding Action plan**

Tracking documents for safeguarding, exclusions and attendance are on the GovernorHub.

### **Safeguarding**

There has been one key safeguarding incident regarding a peer-on-peer abuse allegation. Police and children's services are involved. A risk assessment is being formulated around the students looking at their timetables.

Judicium are visiting to complete a safeguarding audit on 22<sup>nd</sup> March. This will take a day; HL & GO will be involved. They will speak to students and staff and will review the single central record.

The counsellor is in school for an extra day being paid for through Pupil Premium funding.

Hampshire Youth Access are offering low level counselling for groups of students, 6 weeks at a time. Initial programme is split into 2 categories Year 11 students with exam related stress and anxiety and Year 7/8 students who have transition issues regarding friendships, self-esteem etc.

Solent Mind will be in school after Easter handing out flyers about the services they can offer. School will also be tapping into any other services they offer.

Becky and Kirsten have started already – picking students up and taking them to lesson. Becky meets with other colleagues to review their workload and see where she can support.

A further colleague is starting on 25<sup>th</sup> April – working in a similar capacity to Kirsten and working with DR.

KM explained she has met the new Mental Health Support practitioner provided through HCC and Southampton University; she is completing a degree in mental health support. She will currently be able to support one student but from September will be doing group work in school.

Invigilators are booked in for safeguarding training. Any colleague not already trained will also attend this session.

### **Behaviour**

The exclusion tracking spreadsheet has the most significant incidents. Every excluded child has a comment and what is in place to support them moving forward.

The work related and alternative provision lead is working with key students at risk or have had big exclusions, they are all on report to her. Most are on slightly reduced hours. She sits in on their lessons and observes.

Interviews have taken place for new Alternative Provision Lead, appointment was internal.

Trustees thanked HL for her presentation and said they were pleased to see reflections on Suspension action plan but would also like to see them on Safeguarding action plan.

HL confirmed they are on their way.

Trustees asked if school is seeing a trend in safeguarding issues?

It was explained home related issues have decreased but emotional and friendship related issues have increased. Body and eating related issues have decreased. When Judicium visit they will also review the categories on Cpoms in order to check they are correct.

KM explained a culture has been created around using Cpoms rather than sending emails. Violent



	<p>incidents are also being logged on Cpoms now.</p> <p>Trustees were pleased Cpoms is being used to form a strategy and thanked staff for the huge amount of data that it collects.</p>
8	<p><b>Pupil Premium Strategy (update from FGB)</b></p> <p>A pupil premium walk is booked for Blackfield school, there will be visits to lessons, talks with students, year leaders. A visit will also be arranged to an ILP school.</p> <p>Pupil premium money will also be spent on a summer camp. There will be very little money to carry over.</p>
9	<p><b>SEN K Students in year 8 (update from FGB)</b></p> <p>Team Leaders have met with a company to discuss how to support SEN K students prior to Christmas. SENCO has also met with them in January to update where everyone is. Following the meeting some Departments have amended their schemes of work with SEN K students in mind.</p> <p>A trustee has attended an NGA SEND network meeting, and along with the reading she has been doing can see the school is onboard with the ethos which was good to see.</p>
10	<p><b>Assessment, Student Progress – information about the mocks, revision, support in place for Year 11 and data drop 2 (takes place 31.3.22)</b> <b>Dave</b></p> <p><b>Mocks 2022</b> Second set of mocks are next week, they are internal in classrooms to reduce disruption to the curriculum. Students have already had experience of exams in December. 'Read and write' will support students who need a reader, this was purchased with Pupil Premium money. This will ensure every student who needs a reader will have one. Most students are happier using an electronic reader rather than having someone sat with them.</p> <p><b>Revision</b> There are lots of activities going on including offering sessions after school. The students will have a lot of information ahead of time. This is already in place. Grades will be levelled out to make them fairer.</p> <p><b>Support</b> Year 11 have had sessions in, best practice for revision and how to prepare for exams. Parents have had access to an online talk around anxiety as there is a trend towards this cohort having more mental health concerns.</p> <p>15 students have been identified who are in need for extra support including bespoke revision to help drive them forward, this is a 6-week programme.</p> <p>Pupil premium budget and Exxon have provided every student with a stationery pack.</p> <p>There is a specific year 11 GCSE support section on the website.</p> <p><b>Data drop 2</b> is before Easter, this will be discussed at the next meeting. This report will have a star and a wish, as previously discussed.</p> <p>The school has always been very open and asked parents to contact school if they have a pastoral or academic concern. However, being online 24/7 is a concern for workload and this will be kept an eye on.</p> <p>Trustees were pleased to hear that while year 11 interventions were working well the interventions are also trickling down to other year groups.</p> <p>DC agreed the school must plan ahead and review what is being delivered to years 7/8/9 it is about</p>



	<p>the deeper curriculum. The curriculum must be fit for purpose in all years. What is taught in the lower year's feeds into years 10 and 11.</p>
<p>11</p>	<p><b>Update on staff wellbeing and survey outcomes/next steps.</b></p> <p>KM shared her screen regarding a colleague survey, outcomes, and next steps.</p> <p>Views were gathered on school culture and ethos. Staff provided a host of positive upbeat solution focused ideas.</p> <p>They would like value and expectation assemblies particularly based around social times.</p> <p>Trainee teachers have had some time at other schools, and they will be asked to share behaviour techniques used at other schools.</p> <p>Ideas around making the values and ethos visible. Two colleagues are going to be getting the displays in corridors and hall reflecting the ethos so staff can use them as a teaching tool. There will be a focus on colleagues' achievements and passions as role models and alumni in the same spirit.</p> <p>Work about mental health and wellbeing, clear displays around then periodic table of emotions and emotional states. Students are struggling to articulate how they are feeling.</p> <p>The Ofsted Parent Formal survey has been sent out. Fifty-five responses were received, which was an increase on last time. KM reviewed the survey with Trustees and explained some of the answers reflected parents didn't understand what was being asked of them. KM will ensure parents have the knowledge to be able to answer the questions. Most of the replies were good including that 51 parents said they would recommend the school to other parents.</p> <p>Trustees asked if the questions could be changed to ensure parents are able to answer the questions.?</p> <p>KM advised the Ofsted questionnaire cannot be changed. However, work will be done to ensure parents do know how to answer the questions.</p> <p>Colleague wellbeing – pressures are very high for staff. Staff could need extra support at varying times. The school has invested in the Education Support Partnership. Staff can have counselling plus they offer a triage service, if they have had a stressful situation they can ring and immediately get some initial help and they give staff the opportunity to reflect and offload and that is often enough. Sometime Line Managers have to have tough conversations with colleagues, and these are very hard, staff could contact them for support. It is all confidential.</p> <p>They also offer personal, legal, and financial advice, panning for retirement, pensions etc. It is out of current budget.</p> <p>Trustees were really pleased this has been implemented and thanked ER and KM for putting this in place.</p>
<p>12</p>	<p><b>Culture and Ethos: Social times and uniform</b></p> <p>DR explained there is a disconnection between behaviour in lessons and social times. Looking at data boys are being more disruptive.</p> <p>From January SLT increased their duty presence and this will continue to increase when staff are not back filling for absent staff.</p> <p>Prefect duty time has been relaunched; they are some extra eyes around the school.</p> <p>KM explained prefects have a tough role supporting their peers. Two meetings have taken place</p>



with them to discuss scenarios and how to deal with them. The way they responded was fantastic and they now know when to intervene and when to get a member of staff to help them.

## After Easter

Staff will be asked to supervise corridors for the last 5 minutes, that is a time of boisterous behaviour because staff aren't visible.

## Impact

Demerits are the sanctions logged for poor behaviour and interventions are then put in place.

Interventions in Jan/Feb are lower than September, we are seeing an impact from the original things that we started in January. We are already breaking down those poor behaviours at social time. When I present next time, I hope to show a greater reduction.

Kirsten Lucas is the official boots on the ground pastoral support she is supporting at social times and has dealt with various problems. The ELSA is also triaging those early issues and is out at social times to support.

## Uniform

This has slipped and is not being worn with pride. There will be a trial of a system from a Manchester school which is as follows:

Students who have full uniform on will go through the fast-tracking gate. Students who have issues with their uniform will go to the "Ready to Learn" gate and will be given the opportunity to put their uniform right. However, all gates will shut at 8.45 leaving only the Ready to Learn gate open. SLT and the pastoral team will be manning this system. This will start either after Easter or after the summer half term.

Trustees asked what happens if a student refuses?

Staff will explain to students that they have chosen not to accept the offer to put the uniform right, students will be asked to go home, put it right, and come straight back to school and if they don't it will be unauthorised absence. However, this does raise safeguarding issues. There is going to be a visit to the Manchester school to see how they run the gate system and how they deal with students who refuse who are too far away to walk or who are vulnerable. Nothing will be done that will put a child at risk. Uniform is being addressed now and there are fortnightly focuses on various parts of the uniform before this is launched.

Students were consulted about the uniform, and it resulted in the fact that students want to be able to express themselves.

Earrings – there is no change to the "students can only have one stud in their lower earlobe". However, the change is that if students have more piercings, they will be allowed to wear a clear stud retainer. 600 clear retainers have been ordered.

Rings – due to health & safety in school there are no changes to the policy.

Expression in their nail and hair colour – pupils would like a colour pallet for nails and hair. After consultation with pastoral team and staff forum hair is going to stay natural colours but natural nail colours will be included, still no acrylic nails.

Trustees asked what percentage they think will go through the Ready to Learn gate. Trustees were pleased that work is already being done to try and improve uptake of wearing the correct uniform before this is rolled out.



	<p>It was confirmed that this isn't going to be rolled out until most pupils are getting this right. There is no definite start date. Once it is down to 5/10% of the students getting it wrong we can launch it. This may not be until September; numbers need to be low to ensure success.</p> <p>Trustees asked if there is a dress code for staff?</p> <p>It was confirmed there is a staff code, but this will be reviewed, and ER is going to lead a workshop on it.</p> <p>Trustees were concerned that parents wouldn't be contacted and given a chance to sort the uniform out?</p> <p>It was explained that is why families are being engaged now and a list is being created of students who aren't meeting uniform expectations. Part of the process is talking with families, some of the reasons are cost along with many other reasons. Once this is tackled, we will look at tucking shirts in etc.</p> <p>It is important staff know we are addressing this. Staff are trying every day to uphold expectations. It is a way students try and take some control; this must be planned very carefully.</p>
13	<p><b>Governor Visits – Redwood (SEMH RP), Safeguarding 'deep dive' with Judicium, Safeguarding/SCR visit, Student chats</b></p> <p>AM is going to arrange a visit to Redwood once the safeguarding deep dive has been completed.</p> <p>AM will do the second part of the Health &amp; Safety meeting in June and this will complete the Health &amp; Safety review for trustees this academic year.</p> <p>AM asked if her visits have been useful?</p> <p>DC confirmed that Carys has found them useful.</p> <p>AM explained that although it is part of the requirements of trustees to review health &amp; safety it would be a shame if the school didn't find them useful. AM confirmed she observed due diligence with all aspects of Health &amp; Safety within the school.</p> <p><b>Student Oracy</b></p> <p>There is an issue around students being able to articulate their learning progress and emotional wellbeing in all aspects of their lives. They find it difficult to talk about these things.</p> <p>A Hampshire adviser recently came in to speak to some year 8 students, it took a long time for those students to talk about what they were doing and to reflect on their learning.</p> <p>In order to develop this, they would like to have people drop into school or subjects to have a chat with children about their learning. There is no impact outcome here other than encouraging the students to chat. Trustees or staff rep could pop into school or into another department for an hour and this would be a KS3 focus. They would bring their book and you would follow a set structure of questions and then they would chat to you about their learning, you will be able to tell us how they got on with that; whether it was difficult or easy and also develop their confidence. The more they get to talk to adults they more confident they will be. KM will ask Berni to contact trustees and colleagues to see if they can fit this is.</p> <p>Trustees reflected it sounded like a good idea and was like mock interviews that took place previously.</p> <p><b>ACITON: KM to ask BW to contact trustees &amp; colleagues regarding speaking to students</b></p>



<p>14</p>	<p><b>Policy Review</b></p> <p>Antibullying</p> <p>Exclusion</p> <p>Relationships &amp; Sex Education</p> <p>These policies weren't available so will be taken to a following meeting.</p> <p>HL informed trustees the school is using the new suspension guidance, but a policy has yet to be created, this will be available for the next meeting.</p> <p style="text-align: right;"><b>ACTION: LI to add these 3 policies to the next meeting: LI</b></p>
<p>15</p>	<p><b>Risk Register</b></p> <p><b>R1</b> - Inability to recruit and retain pupils leading to an unsustainable school. Dropping numbers resulting in recruitment not being achieved. Failure to achieve short or long-term enrolment targets resulting in reduced funding allocation.</p> <p><b>That will always exist, there are falling numbers in the local area but there is a good set up and marketing. It was agreed this item has been met.</b></p> <p><b>R5</b> - Failure to keep children safe and protect them from harm in all aspects of school life for example: Allegation against staff, allegation against student, Student hurt or missing, safeguarding concerns not reported or responded to. Adverse media coverage which could impact on subscription and reputation. Poor behaviour management impacting on teaching and learning, reputation, and retention.</p> <p><b>This will always exist, with all the work KM and HL have done everything that can be done is being done. There will still need to be regular checking, but this has been met.</b></p> <p><b>R7</b> - Success rates drop which results in loss of reputation. Funding cuts in future periods (financial viability) resulting in the school having financial difficulties</p> <p><b>P13</b> - Progress risk due to staff or students shielding or isolating.</p> <p><b>Where we have got covid specific risks we suggested that this will begin to come away we don't lose any information but until the national policy brings it back it isn't a big risk item to talk about a frequently.</b></p> <p>Meeting appropriate risks will be kept on the agenda. School is confident that the risks at this meeting have been well mitigated against.</p> <p>Trustees agreed.</p> <p style="text-align: right;"><b>ACTION: DC to reduce risks that have been mitigated against: DC</b></p>
<p>16</p>	<p><b>School Improvement Plan – what do trustees need to be focusing on? (Pre-Ofsted preparation)</b></p> <p>KM shared her screen explaining she has picked out a key strands of focus for trustees when we get</p>



an Ofsted school inspection.

Attendance:

Hampshire chose 10<sup>th</sup> February to look at attendance across the county.

Attendance	All students	EHCP students	Students with a social worker
All Hampshire schools	88.1%	80.6%	74.7%
Nationally	87.3%	82%	75%

DfE focus has changed from EBAC entry etc. to focus on attendance and safety of the students.

Noadswood attending for the Spring term 1 is All students 87.18% All SEND 79%

Noadswood is still above the national average but lower than Hampshire average on 10<sup>th</sup> Feb.

The school is working hard on attendance with an attendance action plan, when Ofsted visit, we will reflect that we aren't happy with attendance but explain what we are doing to put it right.

A lot of attendance issues are due to anxiety. As soon as students feel anxious, they are not coming into school and this is being supported at home. Pastoral teams are doing a lot of work around mental health support, students seem happy to talk to staff but they won't come back to school.

There has been in dip in the attendance of years 10 and 11.

There isn't a gender difference in attendance, as has been previously reported.

Pupil Premium and Looked After Children's attendance. There are strong excellent relationship with Year Leaders, HL and carers.

Trustees need to be aware that the school sits just below the national average but there is a robust action plan in place to address this.

HL explained that the attendance figures included all students on role including long term medical issues, dual registered students etc. Once the school has moved to Arbour it will be easier to pick groups out.

Trustees suggested an "Ofsted" file in GovernorHub where trustees would revisit information, if this didn't create a lot of extra work.

KM suggested the SLT Ofsted folder was made available to trustees.

**ACTION: LI to make an Ofsted folder for staff to populate: LI**

Trustees thanked KM for organising this and it will help them get all the information they need in order. They also thanked staff for all that is being done as it is so much more than just Ofsted.

Trustees asked when Ofsted visited 5 years ago attendance was a challenge and it still is but what is different now?

KM explained attendance sits at national average now before it was below the national average, they were higher in 2017 but nationally were quite a bit below the national average. The school is also recovering from Covid, so it isn't I the same place as March 2017. The school is in a better place now regarding attendance even with Covid. In most cases we are supporting the absent children as



# MINUTES



	<p>much as we can and where we aren't there is an action plan in place to address this.</p> <p>Hampshire give an update of how well the inspectors are catching up as they are behind due to covid, we know the most recent schools to be inspected in Hampshire. Schools that were inspected in Jan 2017 are just about being inspected now so they are still running a couple of months behind where they should be. The likelihood is the inspection will be early May time. With every week that goes by the school has more information that it needs. If the inspection was next week that would be OK too.</p>
17	<p><b>Any other urgent business (AOB):</b></p> <p><b>Approval/comments on the SRMSAT (School Resource Management Self-Assessment Tool)</b></p> <p>SB and AM approved the SRMSAT, this will be passed onto AD.</p> <p><b>Audit Tender</b></p> <p>The Audit tender information was placed on the GovernorHub for review by Trustees. Go, AM and NW have responded with approval so this can now go forward to Members for their approval.</p> <p><b>ACTION: KM to organise a date for the Members to approve the Auditors: KM</b></p>
	<p><b>Meeting Dates</b></p> <p><b>Thursday 28th April 2022 7pm</b></p> <p><b>Thursday 23rd June 2022</b></p>
	<p><b>The meeting was adjourned by the Chair at 21:11 hrs</b></p>

## Matters arising from the minutes of the School Improvement Committee held on 9<sup>th</sup> March 2022.

Item	Action	Actionee	Status
13	KM to ask BW to contact trustees & colleagues regarding speaking to students about their work	KM	
14	LI to add these 3 policies to the next meeting: Antbullying, Exclusion & Relationships & Sex Education	LI	
15	DC to reduce risks that have been mitigated against	DC	
16	LI to make an Ofsted folder for staff to populate	LI	
17	KM to organise a date for the Members to approve the Auditors	KM	

## Matters arising from the minutes of the School Improvement Committee held on 18<sup>th</sup> January 2022.

Item	Action	Actionee	Status
8	Review impact of the 3 new members of staff at the June SIC meeting. They were employed using pupil premium funding.	LI/AM	Where possible were reviewed at this meeting but is Ongoing
12	GO to arrange a visit to HL regarding safeguarding	GO	Complete
12	AM to arrange a visit to HL regarding SEND after the 3-year strategic plan is in place, March time.	AM	Ongoing

# MINUTES

Matters arising from the minutes of the School Improvement  
11<sup>th</sup> November 2021.



**Noadswood**  
Committee held on

Item	Action	Actionee	Status
7	HL to advise Trustees of mop up safeguarding session dates	HL	In train

Matters arising from the minutes of the School Improvement

Outstanding items:

Item	Responsible	Status

<b>SIGNED BY:</b>	
<b>DATED:</b>	